

WASHINGTON STATE CEMETERY BOARD MEETING

Minutes of Meeting
October 20, 2008

7:49:18 AM

Present:

Chair Bradley Carlson
Member Clifford Duncan
Member Robert Glass
Member Lydia Webb
Vice Chair Scott Morrison

Staff present:

Investigator/Auditor Pam Griese
Program Manager Dennis McPhee
Program Coordinator Jeanne Todd
Board Executive/Administrator Joe Vincent
Assistant Attorney General Jerry Anderson

1. **9:00AM: CALL TO ORDER 9:08:02 AM**
 - 1.1 Introduction of New Board member Lydia Webb, Terrace Heights Memorial Park, Yakima, WA
 - 1.2 Approval of agenda
Action: It was moved and seconded to approve the agenda.
Mr. McPhee asked if agenda item 12.5 could be moved to 2:00 time slot.
 - 1.3 Approval of minutes of April 24, 2008
Action: It was moved and seconded to approve the minutes of April 24, 2008.
2. **9:15: HEARINGS 9:13:17 AM**
 - 2.1 No Hearings Scheduled: None
 - 2.2 Public Presentations: None
3. **INVESTIGATIONS:9:18:02 AM**
 - No Investigations Scheduled
 - 3.1 Burgman Criminal Case: Plea and Sentencing
Mr. McPhee provided an overview.

CLOSED/EXECUTIVE SESSION 9:23:42 AM

4. 9:30: COMPLAINTS

- 4.1 2007-12-2400-00CEM
- 4.2 2008-02-2400-00CEM
- 4.3 2008-03-2401-00CEM
- 4.4 2008-04-2400-00CEM

5. LEGAL ISSUES/DELIBERATIONS:10:17:39 AM

6. 10:00: OPEN SESSION

DISCIPLINARY AND INVESTIGATIVE ISSUES 10:31:49 AM

- 6.1 2007-12-2400-00CEM
Action: It was moved and seconded to close complaint with no further action.
- 6.2 2008-02-2400-00CEM
Action: It was moved and seconded to close complaint with no further action.
- 6.3 2008-03-2401-00CEM
Action: It was moved and seconded to close complaint with no further action.
- 6.4 2008-04-2400-00CEM
Action: It was moved and seconded to close complaint with no further action.

Status of complaints and investigations

7. 10:45: COMMITTEE REPORTS 10:37:17 AM

- 7.1 Joint Sub-Committee of the Funeral/Cemetery Boards**
Update on the study of Prearrangement Issues, Laws and Rules

8. 11:15: ASSISTANT ATTORNEY GENERAL REPORT: None 10:49:40 AM

9. 11:30: BOARD EXECUTIVES REPORT 10:50:06 AM

- 9.1 Budget Update
Mr. Vincent provided an update of the board expenditures and a proposal of an increase in fees.
- 9.2 Decision Package
Mr. Vincent provided an overview on the possible hiring of two FTE's.
- 9.3 Governor's freeze on travel and hiring
Mr. Vincent provided an overview.

Lunch Break: 11:48

Reconvened: 1:07

10. 1:00 PM: PROGRAM MANAGERS REPORT 1:08:01 PM

- 10.1 Trust examination update
Mr. McPhee provided an overview.
Action: Mr. Carlson would like to have certification for crematory operators put on the next agenda for board topic.
- 12.5 Fairmount Memorial Association: Request to the board for consideration concerning pet dispositions, memorialization, services etc.
Mr. McPhee introduced this topic.
Action: Board was unanimous that they would like staff to research this and have further discussions at next meeting.
- 10.2 Reparation of human remains update
Mr. McPhee provided an overview.
- 10.3 North American Cemetery Regulators Association – Forms and Documents
- 10.4 Ethics Reminder: Mr. McPhee provided an ethics minute.
- 10.5 Mass Fatality Incident Plan Update
Mr. McPhee provided an overview.
- 10.6 Renton Human Remains Discovery
Mr. McPhee provided an overview.
- 10.7 Coulee City Cemetery, Grant County – Sale of Property
Mr. McPhee provided an overview.
- 10.8 DAHP Education Document
Mr. McPhee provided an overview.

11. 1:45: OLD BUSINESS 3:21:08 PM

- 11.1 Action Item: Draft WAC for financial terms
To leave the financial terms to stand as is take it to the prearrangement subcommittee and to come back to the board.
The subcommittee made a unanimous decision not to change any definition of financial terms to leave the terms to stand as is.
- 11.2 Mausoleum Construction – Class A Fireproof Construction
Mr. McPhee provided an overview.

12. 2:00: NEW BUSINESS 3:31:46 PM

- 12.1 Brief on Applications.
Mr. McPhee provided an overview.
- 12.2 Brief on Delinquent Licenses.
Mr. McPhee provided an overview.
- 12.3 Discussion concerning the practice of “off-setting” related to trust fund deposits and withdrawals
Mr. McPhee brought issue to the board. There was a unanimous agreement among the board members that off-setting should be prohibited. The board asked staff to clarify that decision in a letter.
- 12.4 Memorandum of Understanding – Washington State Department of Veterans Affairs

Motion was made and seconded to endorse the memorandum of understanding.

12.5 Fairmount Memorial Association: Request to the board for consideration concerning pet dispositions, memorialization, services etc.

12.6 Licensing of small, abandoned, pioneer or family cemeteries: General discussion by the board.

Mr. McPhee provided an update to the board; they would like staff to handle issues that come in the same as they always have.

12.7 Department of Revenue Rule Amendment Draft – Endowment Care and Prearrangement Trust Funds

Mr. McPhee provided an overview.

13. 4:00: OTHER BUSINESS 4:17:26 PM

Mr. McPhee provided an update to the board regarding the city of Gig Harbor wanting annexation and to rezone cemetery property.

14. ELECTION OF OFFICERS 4:24:40 PM

It was moved and seconded that Brad Carlson stay Chairman.

It was moved and seconded that Scott Morrison stay Vic Chairman.

15. NEXT MEETING DATE: April 28, 2008

ADJOURN 4:29:34 PM

Approved:_____

NOTE: Attendance at board meetings is approved for continuing education credits for Funeral Directors, Embalmers, Funeral Director Interns and Embalmer Interns.